

<b>Department of Health &amp; Welfare</b> <b>Bureau of Facility Standards</b> <b>Residential Care and Assisted Living Checklist</b>	Version Date: 5/06 Page 1 of 2  <b>Checklist #15</b>	
<b>Functional Area: Emergency Preparedness and Response</b>	Yes = In Compliance No = Further Action	
<b>Objective:</b> Ensure facilities are prepared in the event of fire, explosion, flood, earthquake, high wind, or other emergency.		
<b>Specific Criteria</b>	<b>Yes</b>	<b>No</b>
<b>Policy and Procedure: IDAPA 16.03.22.153.02</b> 1. Does the facility have policies and procedures to guide staff when they respond to the following emergency situations: a. Medical and psychiatric emergencies? b. Resident absence? c. Criminal situations? d. Presence of law enforcement officials at the facility? {IDAPA 16.03.22.153.02}		
<b>Policy and Procedure: IDAPA 16.03.22.154</b> 1. Has the facility developed an emergency preparedness plan that you will follow in case of fire, explosion, flood, earthquake, high wind, or other emergency? 2. Does the facility have written procedures outlining steps to be taken in the event of an emergency, including: a. Who is to respond? b. Each person's responsibilities? c. Where and how residents are to be evacuated, if needed? d. Notification of emergency agencies? {IDAPA 16.03.22.154.01}		
<b>Requirements: IDAPA 16.03.22.410</b> 1. Is the facility prepared to implement the emergency preparedness plan in the event of fire, explosion, flood, earthquake, high wind, or other emergency? {IDAPA 16.03.22.410} 2. Does the facility have a written agreement between the facility and a location that residents would be moved in case the building cannot be reoccupied? {IDAPA 16.03.22.410.01} 3. Does the facility have at least 1 unannounced fire drill per shift per quarter, and do all personnel and residents participate? {IDAPA 16.03.22.410.02} 4. If the facility has had a fire was there a separate report of the fire incident prepared and: a. Report the fire incident to the Bureau of Facility Standards within 30 days of the incident? b. Submit your report using the "Facility Fire Incident Report," form issued by the Bureau of Facility Standards? c. Include specific data concerning date, origin, extent of damage, method of extinguishment, and injuries, if any? (A fire incident is any activation of the building's fire alarm system except in cases of a false alarm, during testing of the fire alarm system, or during a fire drill.) {IDAPA 16.03.22.410.03}		

Specific Criteria	Yes	No
<b>Record Keeping or Documentation: IDAPA 16.03.22.705.07</b> <b>Emergency Condition Advisory</b> 1. Does the administrator assure the facility documents the resident has been advised of actions required of him when emergency conditions happen?		
<b>Record Keeping or Documentation:</b> See Fire and Life Safety Checklist #14 for record and documentation requirements related to emergency preparedness.		

**The check lists can be used as a quality improvement tool and are offered as a helpful guide.**  
**They do not take the place of the rule requirements.**  
**It is highly recommended that the check lists be used in conjunction with the rules themselves.**